

**Regular Board of Directors Meeting
Headquarters / Training Center
January 27, 2010**

CALL TO ORDER: Chairman Edward M. Clarke called the meeting to order at 0900.

ROLL CALL/PLEDGE OF ALLEGIANCE: Members of the Board present included Mr. Dave Appleton, Mr. Ron Darrah, Ms. Mikel Shilling, Mr. Bruce Howell and Chairperson Edward Clarke. For staff and members of the public present see attached sign-in sheets. Ms. Shilling led the Pledge of Allegiance.

CALL TO THE PUBLIC: Mr. Clarke reviewed the attached notice of intention to speak form and noted that Firefighter Kevin Malaney requested to speak. Firefighter Malaney said that the Green Valley Fire District firefighters and the Kiwanis are putting on the annual Pancake Breakfast, Saturday February 27 from 7:00 to 11:00A.M. at the West Social Center. Mr. Clarke took this opportunity to commend Mr. Malaney for the excellent presentation he made before the Sahuarita Town Council on January 11, 2010. Assistant Chief Bill Bohling presented a certificate of completion to Battalion Chief Chuck Wunder for completing Fire Officer IV and all the classes leading up to it. AC Bohling said that completing these classes was a huge undertaking and shows his high level of commitment to the District.

CLERK'S REPORT: Ms. Shilling presented the minutes of the Regular Board Meeting of December 16, 2010 and the Special Board Budget Workshop minutes of January 13, 2010. Mr. Darrah moved to accept both sets of minutes as presented, Mr. Clarke seconded and it passed 5-0.

CHIEF'S REPORT & OPERATIONS: Chief Simon Davis

- A. Legislative Issues** – Chief Davis said he would keep the Board apprised of bills in Legislation that would affect the Green Valley Fire District.
- B. Growth/Annexation Issues** – Chief Davis said that the Town of Sahuarita approved a Resolution that will allow us to circulate petitions to initiate a block annexation for the northern part of Sahuarita. Chief Davis briefly described the process and timeline involved and he said that if everything goes as planned, and upon approval of the Fire Board, we will start circulating petitions at the end of March or first part of April to be completed and submitted to Pima County within 12 months. Regarding the growth within the current District Boundaries, Chief Davis said that the District assessed value did not drop as much as anticipated, but Chief noted that while the District has devalued, the parcel count has gone up. Chief Davis said that Green Valley/Sahuarita is still one of the fastest growing areas in the State and Pima County in general has fared slightly better than most of the other counties in the state regarding property values.
- C. Meet and Confer** – Chief Davis said that the meetings continue and are going well.
- D. Fractiles/Response Data** – Chief Davis said that the format used for the fracture reports has changed because we are now able to get these reports from Emergency Reporting. Emergency Reporting (E. R.) is a web based reporting system used by Fire and Emergency Services throughout the United States. Chief commended Captain Rob Meyer for spending an incredible amount of time on refining the process that enables us to make use of the

data on E.R. Chief Davis said the fractile percentages have suffered partly due to the construction in the area of I-19 and Continental.

E. Call/Station Summaries – Reports on file.

F. Training/Safety Reports – Reports on file.

PREVENTION, FLEET & FACILITIES: Assistant Chief Bill Bohling

A. Prevention – Deputy Fire Marshal Mark Stonestreet

1. Potentials Report – Report on file.

2. Prevention Activities Report – Report on file.

3. Permits and Construction Report – Report on file.

B. Fleet and Facilities Report – Assistant Chief Bohling said that November and December fleet reports are on file and as an example of the high cost to maintain fire engines, AC Bohling noted that to replace an alternator came to roughly \$2,000.

C. Fire Corps Update – Mr. Dave Smith, Public Information Officer for the Fire Corps Volunteers, said that a new class started yesterday with 14 new volunteers in training. AC Bohling mentioned that Peggy Allen, Tom Allen and Harry Smith have been instrumental in keeping this program sound and strong.

ADMINISTRATIVE REPORTS: Administrative Division Chief Katie Sayre

A. Financials – Finance Manager, Keith Vincent, presented the District financial reports for the month of December 2009. He reported that Total Actual Revenue YTD was over Total Budgeted Revenue YTD by \$185,833 due to higher than expected property tax billings by Pima County. Total Actual Expense YTD is under Total Budgeted Expense YTD by \$208,194 due to lower than budgeted fuel costs, attention to scheduling and delayed expenditures.

B. Administrative Division Update – ADC Sayre stated that we have a total of 71 active Fire Protection Agreements in place out of district. We now have four firefighter positions open with one planned retirement and two out on medical leave. Mr. Clarke asked Ms. Sayre if the vacancies were creating uncomfortable levels of overtime for the crews. Ms. Sayre replied that she is not aware that crews are at uncomfortable levels of overtime and Chief Davis said that, since the District's assessed value did not drop as much as anticipated, we are working with the budget to see what can be done regarding hiring personnel to fill vacancies. ADC Sayre said that she submitted a SAFER Grant to assist in hiring additional firefighters which will fund firefighter salaries for two years. The BLS Training continues to grow with 37 classes held and 188 people trained YTD. The program is sustaining itself well and had a FYTD balance of \$2193.21.

COMMUNITY AND PUBLIC EDUCATION ACTIVITIES: Assistant Chief Bill Bohling

A. Community Report – Assistant Chief Bohling gave a PowerPoint presentation of community and public education activities for the month of December 2009.

B. CERT – Mr. Bill Kerr said that CERT began a new class of 29 volunteers.

OLD BUSINESS:

A. Discussion and Possible Action on District Policies.

1. Budgets: ADC Sayre said that, instead of a six or seven page text document describing the financial policies, the Finance Department has divided the policies into sections with the first being Budget. She asked the board to therefore consider and approve Finance130 Budgets. Ms. Shilling moved to approve the Budget policy, Mr. Appleton seconded and it passed 5-0.

B. Discussion and Possible Action on Personnel Policies.

- 1. Reduction in Force:** ADC Sayre said that after many long discussions, the staff, Fire Board and GVFFA Board agreed on the new Reduction in Force Policy. Mr. Appleton moved that the Reduction in Force policy be approved, Mr. Darrah seconded, and after one correction noted, the motion passed 5-0. Mr. Clarke said that this policy would be implemented only after all other avenues were exhausted.

NEW BUSINESS:

- A. Discussion and Possible Approval of Intergovernmental Agreement with the Town of Sahuarita to Annex the Entire Town of Sahuarita including the current GVFD coverage area and all other areas within the Town Boundaries.** Chief Davis said this is a clarification of the original agreement regarding the coverage area so that it is clear that the upcoming annexation effort in the north part of the Town of Sahuarita is for the entire Town. Ms. Shilling moved to approve the Intergovernmental Agreement with the Town of Sahuarita, Mr. Howell seconded and the motion passed 5-0.
- B. Discussion and Possible Action on Wells Fargo Bank Credit Increase.** ADC Sayre said that at a previous meeting, the Board of Directors approved the action of issuing credit cards to personnel at the rank of Captain and above. The request on the table is to increase the amount of credit due to the issuing of the new cards. Mr. Howell motioned to approve the request to increase the credit limit, Mr. Appleton seconded the motion and the motion passed 5-0.

COMMITTEE REPORTS:

- A. Local Pension Board Update** – No Report.
- B. Station Committee Update** – Mr. Appleton said that the Fire Station completion dates are on schedule.
- C. Strategic Planning Team Update** – Ms. Shilling said that there was a meeting last week and ADC Sayre presented the minutes from the that meeting.
- D. Finance and Budgeting Update** – No Report.

Mr. Clarke said the meeting will go to announcements and then break for 10-15 minutes before continuing with the Annual Board Training.

FUTURE AGENDA ITEMS: None

ANNOUNCEMENTS:

- **Regular Board Meeting** – Wednesday, February 24, 2010 @ 0900 @ GVFD/HQ Training Center.
- **Special Board Budget Workshops**
 - Wednesday March 17, 2010, 0900 @ GVFD HQ Training Center.
 - Wednesday April 14, 2010, 0900 @ GVFD HQ Training Center.
 - Wednesday May 12, 2010, 0900 @ GVFD HQ Training Center.
 - Wednesday June 16, 2010, 0900 @ GVFD HQ Training Center.

At 9:54 the meeting paused for break.

At 10:10 the meeting continued with Annual Board Training.

ANNUAL BOARD TRAINING: ANNUAL BOARD UPDATE: Donna Aversa, Green Valley Fire District's Attorney at Law and Administrative Division Chief Katie Sayre.

- A. Purpose of Annual Update.**
- B. Board Roles and Responsibilities.**
- C. Open Meeting Laws.**
 - 1. Meetings.
 - 2. Executive Sessions.
 - 3. Emails.
- D. Public Service and Confidentiality.**
- E. Fraud Prevention.**
- F. Public Records and Document Management.**
- G. HIPAA Update.**

ADC Sayre reviewed the Board Training agenda and the purpose of the training. Ms. Donna Aversa continued with Board member roles and responsibilities, Open Meeting Laws, Public Service, Confidentiality and Public Records and Document Management. Ms. Aversa answered all questions from the Board to their satisfaction and then ADC Sayre ended the presentation with Fraud Prevention and Health Information Portability (HIPAA).

ADJOURN REGULAR BOARD MEETING: Ms. Shilling moved to adjourn the meeting, with a second from Mr. Darrah and the meeting was adjourned at 1120 after a 5-0 vote.

Respectfully Submitted by:

Ms. Mikel Shilling, Board Clerk
Green Valley Fire District